



**Government of West Bengal**  
**Office of the District Magistrate & District Election Officer, Darjeeling**

**NOTICE INVITING e-QUOTATION**

*NOTICE INVITING ELECTRONIC QUOTATION NO.: 09(1<sup>ST</sup> CALL) /NleQ/ELEC/ERER/2020/19-20*

*Date-13/12/2019*

Online quotations are hereby invited from bonafide and experienced agencies with previous supply related credentials for **PRINTING OF PVC ELECTOR PHOTO IDENTITY CARDS on PVC sheet with prescribed specifications, security features and personalization details. The PVC EPIC will carry colour photograph of the elector. The specifications of the PVC EPIC are as follows:**

The intending quotationers / bidders may visit the office notice board of the office of the District Magistrate , Darjeeling, or district website “[darjeeling.gov.in](http://darjeeling.gov.in)” or “<https://www.wbtenders.gov.in>” for the quotation notice & other details. The submission of bid must be through the “<https://www.wbtenders.gov.in>” website only.

- a. For e-QUOTATION, intending quotationer/bidder may download the quotation document from the said website directly with the help of their Digital Signature Certificate. Earnest money shall be deposited by the intending quotationers/bidders by way of **e-payment** in favour of District Magistrate, Darjeeling in the same website only.
- b. Both Technical Bid & Financial Bid should be submitted in Technical & Financial Folder concurrently duly digitally signed by the quotationer / bidder only through <https://www.wbtenders.gov.in>

**PRINTING OF PVC ELECTOR PHOTO IDENTITY CARDS ON PVC**

**A. Specifications for Cards: (To be supplied by district)**

1. Cards to be printed on PVC sheet.
2. Card Size — 8.6 cm vertical and 5.4 cm horizontal with variation permissible of plus or minus 5%.
3. Thickness — 0.6 mm to 0.8 mm.
4. Card should be round cornered.

**B. Specifications for Security Printing: (To be supplied by district)**

***Front Side:***

1. Spiral Micro Letters line (EPIC) in art screen.
2. Three colour guilloche design.
3. The National Emblem with guilloche design for invisible printing which can be seen by ultra-violet light.

4. The National Emblem printed on the upper left hand corner and the logo of the Election Commission of India printed on the upper right hand corner in colour.
5. The words "Election Commission of India" in bilingual i.e. in English and Bengali on the top.
6. "Elector Photo Identity Card" in bilingual i.e. in English and Bengali below the words "Election Commission of India".
7. Space for colour photograph of the elector of size 3.2 cm (vertical) and 2.4 cm (horizontal).
8. An invisible alpha-numeric code to be in-built in the card.

***Back Side:***

1. Relief tint of "Election Commission of India" in bilingual i.e. in English and Bengali.
2. The following notes to be printed in English and Bengali at the bottom: Note:
  1. Mere possession of this card is no guarantee that you are elector in the current electoral roll. Please check your name in the current electoral roll before every election.
  2. Date of birth mentioned in this Card shall not be treated as proof of age / D.O.B. for any purpose other than registration in electoral roll.

**C. Personalisation: (To be printed by Agency)**

***Front Side:***

1. Coloured photo of the elector of size 3.2 cm (vertical) and 2.4 cm (horizontal) in the space provide for the purpose.
2. EPIC no. of the elector printed in alphabets and numbers and also as a bar code.
3. Name of the elector in English and "Vernacular".
4. 'Relation name' printed in English and "Vernacular".

***Back Side:***

1. 'Sex' printed in English and "Vernacular".
2. 'Date of Birth/Age' printed in English.
3. 'Address', printed in English and "Vernacular".
4. 'No. & Name of Assembly Constituency' printed in English and "Vernacular".
5. 'Part no. & name' in English and "Vernacular".
6. Scanned signature of Electoral Registration Officer'.

**D. Image Specification and Lamination: (To be done by Agency)**

The photographs of the elector on new cards should be in sharp focus, of high quality with appropriate brightness & contrast and showing natural skin tones of the elector's face and clearly recognizable features with following resolution and size.

Details	Specification
Image Format	JPEG
Image Resolution	320 X 240 pixels (standard e-mail mode of Digital Cameras) in Colour Portrait mode in aspect ratio of
Image Size	3.2 cm Vertical x 2.4 cm Horizontal

As per Chapter 14 of the "Manual on Electoral Rolls 2016" for detailed guideline on Electors Photo Identity Card (EPIC). With the security features given above, there will be no need of affixing a hologram on the card. Pre-printed non personalized PVC cards (**as per specification mentioned in A & B above**) shall be procured by the office of the Chief Electoral Officer, West Bengal and will be handed over to the districts as per requisition for necessary personalization (**as per specification mentioned in C & D above**) based on electoral roll data available at the districts and printing of PVC EPICs through ERO Net for the electors under the direct supervision of DEO/ERO within their office premises. Agency having necessary infrastructure with adequate number of PVC card printers should be engaged for the purpose following due financial procedures. **Printing and other infrastructural facility shall be installed in Siliguri/ Kurseng and Darjeeling Sub division**

**\*A sample PVC EPIC is enclosed herewith for reference.**

**Critical Dates :**

Sl. No.	Particulars	Date & Time
1	Date of uploading of NIQ documents(Online)	13.12.2019 at 17:00 Hrs
2	Start date of downloading of documents(Online)	13.12.2019 at 17.00 Hrs
3	Last date of downloading of documents(Online)	20.12.2019 upto 18.00 Hrs
4	Start date of submission of bid(Online)	13.12.2019 at 17.00 Hrs
5	Last date of submission of bid(Online)	20.12.2019 upto 18.00 Hrs
7	Opening date of Technical Bid(Online)	23.12.2019 at 11.00 Hrs
8	Date of Scrutiny of Technical Bid(Offline)	To be notified later
9.	Opening date of Financial Bid(Online)	To be notified later
10.	Date of Scrutiny of Financial Bid(Offline)	To be notified later

**Terms & Conditions:**

1. Printing and other infrastructural facility shall be installed in Siliguri/Kurseng and Darjeeling Sub division

2. The Quotation application should accompany the following documents:

*[To be attached in Technical Folder: docs (i) to (vi)]*

- i. Earnest Money amounting to **Rs. 10,000/- (Rupees Ten Thousand) only** submitted online **(NEFT/RTGS) through ICICI Payment Gateway**
- ii. Up to date and valid PT/IT clearance certificate and PAN Card along with IT returns for the last three years. (self attested) copy is to be enclosed along with the application.
- iii. Copy of GST registration.
- iv. Certificate of previous experience if any, be enclosed.
- v. Credentials of similar nature of work in public or private sector in the past two years.
- vi. In support of financial capacity, Bank certificate or Bank Passbook is to be produced.

*[To be attached in Financial Folder: docs (Vii).]*

- vii. BOQ Attached in the e-Quotation.
2. Tenure of the approved quotation will be valid for one year.
3. Financial bids of those bidders who qualify in technical bid will only be opened. Dates, if changed, due to unavoidable circumstances, will be published in the said websites and the office notice board only without any individual intimation.
4. The willing bidders may remain present at the time of opening the quotation.
5. The authority reserves the right to cancel the Quotation due to unavoidable circumstances and no claim in this respect will be entertained.
6. A bidder's bid will be out-rightly rejected with a forfeiture of his earnest money if it comes to the notice of the quotation inviting authority during scrutiny that the credential or any other papers of a bidder are not genuine.
7. There shall be no provision of Arbitration.
8. Successful quotationer / bidder will have to execute an agreement bond with the District Authority.
9. Please find the SOQ for Schedule of Delivery.
10. No diversion of delivery order is allowed without prior permission from the District authority.
11. Time will be an essence of the contract.
12. Bill will be deducted upto 20% in case of late supply.
13. No separate charge for transportation of printed copies of electoral rolls should be claimed.
14. The successful tenderer will be given work order only after an agreement in respect of the modalities of the work to be done is signed by him indicating his acceptance of the conditions that would be laid down in the agreement.
15. The quantity of forms may increase or decrease as per requirement.
16. Quotation Committee reserves the right to accept or reject any or all the rates without assigning any reason thereof. It is to be noted that the quotations dropped by any person who is reported to have criminal backgrounds will be summarily rejected.
17. Offline Scrutiny of Technical Bid and Financial Bid will be held at the office of the District Magistrate, Darjeeling.

(Sd/-)

**Additional District Magistrate (Elec)  
Darjeeling**

**GOVERNMENT OF WEST BENGAL**  
**OFFICE OF THE DISTRICT MAGISTRATE, DARJEELING**  
**(ELECTION SECTION)**

**Memo no. 1179/Elec.,**

**Date : 13.12.2019**

**Copy forwarded for information to:-**

1. -4.The Sub Divisional Officer, Siliguri/Darjeeling/Kurseong/Mirik for publishing it on the notice board.
2. The District Planning Officer , Darjeeling / Nazarath Deputy Collector / District Informatics Officer, NIC, DM's Office, Darjeeling for wide publicity for their notice board and at District Website and taking necessary action.
3. Kutchery Notice Board of the Office of the District Magistrate & District Election Officer , Darjeeling.
4. Notice Board, Election Section, Darjeeling.
5. Office Copy

(Sd/-)  
**Additional District Magistrate (Elec)**  
**Darjeeling**